



CITY OF BRUNSWICK

1 W. Potomac Street • Brunswick, Maryland 21716 • (301) 834-7500

ETHICS COMMISSION STANDARD OPERATING PROCEDURES DISQUALIFICATION STATEMENT Adopted November 16, 2005

Legal Authority:

Article 3. Code of Ethics of the Code of Ordinances

Definition:

A Disqualification Statement is a written statement from an elected or appointed official, to include members of boards and commissions, which indicates the conflict or possible conflict of interest in a matter pending before an official body.

Process:

1. When an elected or appointed official, to include members of boards and commissions, identifying that there is or any possibly be a conflict of interest with regard to a matter to be heard by the official body, a Disqualification Statement must be completed and filed with the Ethics Commission and a copy provided to the chair of the official body. (When possible, this should occur prior to the event.)
2. Immediately prior to the item being heard, the official must publicly declare that he or she intends to recuse him or herself from the matter, and leave the room and exit the meeting room.
3. In cases when an official realizes during a presentation that a conflict or possibility of conflict exists, the official must immediately recuse him or herself from the matter and leave the room and the meeting room. The Disqualification Statement must be filed as soon as possible after the meeting with the Ethics Commission and the chair.

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4. Upon completion of the item, the official may re-enter the room and continue with the meeting agenda.
5. The Commission maintains Disclosure Statements as public records available for public inspection and copying.
6. Failure to comply is a violation of the Ethics Ordinance, and the Commission may order administrative sanctions or refer the matter to the appropriate civil authority for enforcement.

Revisions: